



# CITY OF HOUSTON

## Municipal Courts Department

Annise D. Parker

Mayor

Barbara E. Hartle  
Director and Presiding Judge

P.O. Box 1562  
Houston, Texas 77251-1562  
Telephone – Dial 311  
[www.houstontx.gov](http://www.houstontx.gov)

DATE: June 1, 2015

TO: Municipal Courts Subscription Vendors

SUBJECT: Vendor Subscription Reports Resume

Effective **Monday, June 8, 2015**, vendor reports will again become available with the following changes:

- **Daily Vendor Reports are no longer available.**
- **Vendor Reports will no longer be issued sooner than 8 days after the case is entered into the Municipal Courts system.**
- **Weekly and Monthly Vendor Reports will resume.**
  - Weekly vendor reports will contain data that was compiled **8 to 14 days prior** to the date of the report. For example, on **June 8<sup>th</sup>**, Weekly Report Subscribers will receive data for the period of **May 25<sup>th</sup> thru May 31<sup>st</sup>**.
  - Monthly vendor reports will be issued on the **2<sup>nd</sup> Monday** of the following month. The report issued on **June 8<sup>th</sup>** will contain data **for the month of May**.
  - Subscribers may request weeks prior to **May 25<sup>th</sup>** or months prior to **May** via the invoice process currently in place.
  - Vendors whose accounts were paid at the time of the **March 22<sup>nd</sup>** suspension will automatically begin receiving reports on **June 8<sup>th</sup>**.

If you are unsure of the status of your account, please contact Shameka Barnaba-LaDay at [Shameka.barnaba@houstontx.gov](mailto:Shameka.barnaba@houstontx.gov) for assistance.

Please let me know if you have any questions and thank you again for your patience during this transition process.

Sincerely,  
**Gwendolyn Goins**  
Public Information Officer  
Municipal Courts Department  
1400 Lubbock, Room N203  
Houston, Texas 77002  
O-713.247.4114

cc: Honorable Barbara E. Hartle, Director and Presiding Judge  
Charlotte Lang Booker, Deputy Director & Clerk of the Court